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UCC Filings - Common Questions

What does it cost to file a lien online?

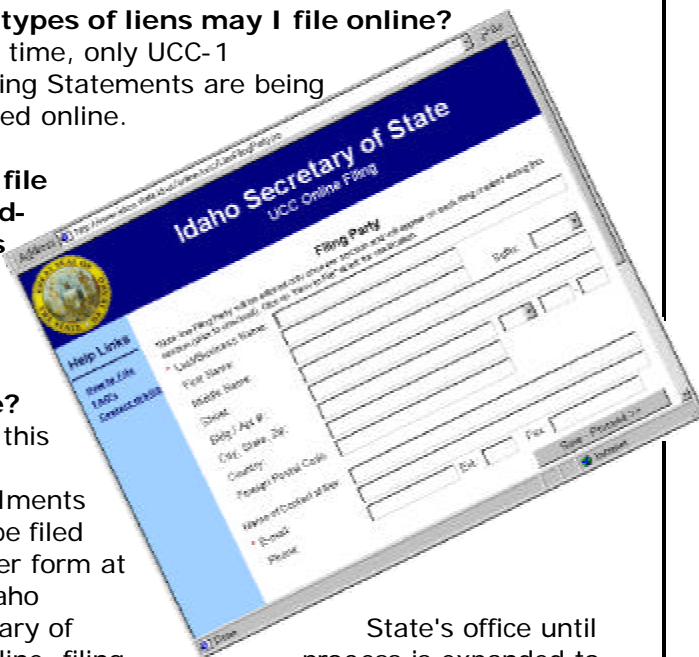
The fee for filing a UCC-1 online is \$4.00 per lien. Payment can be made by credit card or subscriber account. For subscribers to at the end of the filing process simply enter your username and password to bill your account

What types of liens may I file online?

At this time, only UCC-1 Financing Statements are being accepted online.

Can I file amendments to existing liens online?

Not at this time. Amendments must be filed in paper form at the Idaho Secretary of State's office until the online filing process is expanded to accommodate UCC-3 Amendment filings.



How do I receive acknowledgement or get copies of my filings?

When the payment process is completed, you will be redirected to the Idsos website. On this page the filing numbers will be displayed along with links to view, save and/or print the documents from your web browser.

***Important:** When you close your browser you will not be able to return to this page. Be sure to save or print a copy of each filing prior to closing your browser. Otherwise, you will only be able to view and print your documents by using Access Idaho's "UCC/Lien Search" subscription service.

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Helpful Hints for Driver's License Record and UCC Searches

New Services for Subscribers

Improved Billing

Access Idaho has improved online billing reports for Subscribers to the Uniform Commercial Code lien search and Drivers License Record searches. You can now:

- o Download/Export a billing report into an Excel spreadsheet
- o Run a billing report by date (i.e. daily, monthly or yearly)

Simply:

- o Go to <https://www.accessidaho.org/secure/portal/billing/reports.html>
- o Type in your user name and password
- o Select a date range
- o Wait for the billing report to load
- o For UCC subscribers Transaction Reports at the bottom of your search page will also allow you to access detailed billing reports.

	Applications	
	<u>DI</u>	<u>ILR</u>
<u>05/29/2002</u>	6	1
<u>05/30/2002</u>	8	2
<u>05/31/2002</u>	4	0
<u>Credits</u>	0	0
Count	18	3
Cost		

Screen shot of Billing Report.

After the summary is displayed, click on the underlined dates or column headers for the details of your transaction.

UCC Filings Continued...

What happens if I lose my internet connection while filing?

If your browser is closed or your connection lost before the payment process is complete, the filing will not take affect and data entered may be lost. Feel free to contact the Secretary of State's Office for specific situations.

If you do complete the payment process but do not receive links to the filing images, please contact the Secretary of State's Office



for confirmation.

Where can I get a copy of Idaho's Administrative Rules regarding Uniform Commercial Code Article 9?

You may view, print, or download Idaho's Administrative Rules at the Idaho Secretary of State UCC Homepage .

Helpful Hints for DLR & UCC Searches

DLR Searches

When searching for a Drivers License Record (DLR), less can be better. To search you do not need to fill in every field for your DLR request. Simply enter the last name and it will bring up a pick list of matching names. You are only charged for viewing the details of a record (not the pick list).

UCC Searches

1. To narrow the scope of a search, remember to use the index letter along with the debtor name. **Example:** For a Farm search place the letter "F" in the Lien Number field, then type in the debtor name. This will only bring up (F) Farm liens and avoid the need for scrolling through any (B) Basic liens attached to the debtor.

2. To find companies with several possible spellings like R & R Farms use "___" and OR to improve your search. **Example:** "R & R Farms" or "R&R Farms" or "RR Farms" The use of "___" tells the computer to look for "this grouping" OR "that grouping" of words. Another example is: "John Dee" or "Johndie" or "John-D"

If you have a helpful hint to share with other subscribers send it to jeff@accessidaho.org and we will publish it next news letter!

New Services for Subscribers - Live & Under Development

Purchase a **Certificate of Existence** online with your Subscriber username and password. Starting in the third quarter of 2002, Access Idaho will re-release an update the Business Entity Search. The update will allow subscribers to pay for Certificates of Existence with their user name and password.

Just like a UCC filing a subscriber will be billed monthly for any Certificates they purchase online.

A Title Liens and Registration search for autos is in development and on track for release later this year. As a subscriber you will have access to this service. We will notify you when it is available.

Just released for **Motor Carrier** subscribers are online 120 hr. Temporary permits and Over legal permits. In development and scheduled for release this year are **HazMat** endorsements and the **IFTA** fuel tax filings.



Logon to www.accessidaho.org/online_services to access all Subscriber Services